



Loudoun County Department of General Services Solid Waste Reduction and Recycling Report Instructions

Instructions for Completing this Report Form Online Form Instructions (Page 2)

If you need help completing this form, please call 703-737-8769.

General Information:

There are two (2) pages of the Solid Waste Reduction and Recycling Report to complete:

Page 1 – Business Information and Certification Statement

Page 2 – Solid Waste Reduction and Recycling Reporting Table

Reports filled out incorrectly will be returned to the business to be corrected.

Business Information: (Page 1)

- Provide business name and address.
- Provide the name of the person who completed this form. Please provide phone, fax and email address.
- Indicate the type of business (circle/check all that apply).
- Indicate the **addresses for all business locations in Loudoun County**. Attached is a Table of Loudoun County zip codes.
- Sign and date certification statement

Solid Waste Reduction and Recycling Reporting Table: (Page 2)

Recyclable Material Types are identified on Page 2. The most common recyclables are identified in the Table and described below.

1. Identify the materials collected for RECYCLING that were **generated in Loudoun County Only**.
 - ◆ If the containers/bottles are source separated by "Metal," "Glass," or "Plastic," provide the tonnage by the specific material type or if collected together indicate total tonnage as "Commingled/Single Stream"
 - ◆ Batteries i.e. lead acid, rechargeable, wet-cell batteries or other recycled batteries only specified by type on the report
 - ◆ Cloth/Textiles include drapes, curtains, towels, shoes, cloth, clothing, fabric, carpet etc.
 - ◆ Construction & Demolition Waste (C&D) produced/generated during the construction, destruction, remodeling, or repair of pavements, houses, commercial buildings, and other structures; includes, but is not limited to, lumber, wire, sheetrock, broken brick, shingles, glass, pipes, concrete, paving materials, and metal and plastic
 - ◆ Debris Waste solid waste resulting from land clearing operations; includes, but is not limited to, stumps, wood, brush, leaves, soil, and road spoil and includes Tree Stumps (larger than 6" diameter). NOTE: Land clearing material commercially "harvested" or processed is not applicable.
 - ◆ Electronics i.e. computers, televisions, cell phones, monitors, stereo equipment, VCRs, radios, clocks etc.

Recyclable Material Types, Continued

- ◆ Metals includes metal parts such as bars, rods, wire, or metal pieces that may be combined together with bolts or soldering which are discarded materials and can be recycled; metal household appliances, aluminum and ferrous cans if collected separately from commingled containers.
 - ◆ Paper includes newspaper, paper, cardboard, catalogs, magazines, junk mail, and paperboard (such as cereal boxes). If the paper items are source separated, indicate the tonnage by paper type. If the magazines, catalogs, junk mail, newspaper, and paperboard are not sorted for recycling indicated "Mixed Paper". **If paper and containers/bottles are mixed together for recycling; enter under "Commingled/Single Stream"**
 - ◆ Plastic includes bags, bottles, films, packaging/straps, shrink wrap, etc. If the plastic items are source separated, indicate the tonnage for each type.
 - ◆ Antifreeze
 - ◆ Oil/Oil Filters
 - ◆ Tires/Waste Tires
 - ◆ Yard Waste (Composted or Mulched only. Includes leaves, grass clippings, brush, wood chips, and shrub and tree trimmings)
 - ◆ Other includes but is not limited to the following items: food, fats/grease/cooking oil, or pallets.
2. Report the amount of each material collected (in **Tons**), by your business or by a recycling service for recycling, that were generated in **Loudoun County** (1 ton = 2,000 lbs.). Specify whether the tons recorded were Measured (**M**) or Estimated (**E**). A Volume to Weight Conversion Table is attached for reference.
 3. If tonnage amounts are unknown, **provide an estimate** and explain how you arrived at your estimate.
 4. Provide the **name of the Collector** who transports or hauls your recyclable material. If your business transports or hauls the material, signify self in the space provided.
 5. Provide the **name and location of the recycling facility** or final destination where the material is processed and recycled.

Online Form Instructions:

Go to www.loudoun.gov/recycling-report.

The forms listed are available as PDF documents. Adobe Reader allows you to read, edit, and print PDF documents. Only the 2014 Waste Reduction and Recycling Report Form is available in a revisable PDF. The form can be saved and printed.

You will need Adobe Reader to fill out the Recycling Report Form. A link to download the free Adobe Reader is provided on the website.

To fill out the online Recycling Report Form, open the form by clicking on it. All fields within the form that can be edited will be highlighted grey with required fields also outlined in red. Click inside the first field you wish to edit. Some fields only allow one line within that particular field to be edited. Begin typing. Use your "Tab" key to navigate forward through the fields. Use the "Shift" plus "Tab" keys together to go back.

The Recycling Rate Forms must be signed in order to be considered complete. If you cannot add a digital signature, you must print a copy, sign it, and then send it in. You may save a copy for your records by clicking on "save as" under the file tab.

Recycling or Disposal Facility
Materials Recovery Facilities/Transfer Stations
- Broad Run Recycling, Manassas
- Con-Serv Industries (CSI), Sterling
- C&D Recovery II (EAI), Manassas
- Environmental Recycling, Inc. (ERI), Alexandria
- FFX I-66 Transfer Station (TS)
- Old Dominion TS, Leesburg (Waste Management)
- Waste Management TS, Sterling
Recycling Recovery Facilities
- American Recycling Services, Centreville
- Butler Paper, Suffolk
- Capitol Fiber, Springfield
- WMRA, Manassas (Canusa Hershman)
- Potomac Metals, Sterling
- Recycle America, Burke and Merrifield
- Simsmetal, Richmond
- WMRA, Dumfries (SP Recycling)
Yard Waste Facilities
- Loudoun Composting, Chantilly
- Balls Ford, Manassas
- C&D Only Landfills
- Lorton C&D Landfill, Lorton
- Hilltop Debris Landfill, Alexandria
- Potomac C&D Landfill, Dumfries
- Rainwater C&D Landfill, Lorton
Loudoun County Recycling Dropoff Centers (DOC)
- Arcola DOC, Arcola
- Central Western Loudoun DOC, Hamilton
- Hillsboro DOC, Purcellville
- Leesburg Bloom DOC, Leesburg
- Leesburg WalMart DOC, Leesburg
- Loudoun Co. SWMF DOC, Leesburg
- Lucketts DOC, Lucketts
- Lovettsville DOC, Lovettsville
- Mickey Gordon DOC, Middleburg
- Philomont Fire Department DOC, Philomont
- Park View DOC, Sterling
Others – Please name any others you use:

Loudoun County Zip Codes and Towns	
Zip code	Town
20101	Dulles
20102	Dulles
20103	Dulles
20104	Dulles
20105	Aldie
20117	Middleburg
20118	Middleburg
20129	Paeonian Springs
20131	Philomont
20132	Purcellville
20134	Purcellville
20141	Round Hill
20142	Round Hill
20146	Ashburn
20147	Ashburn
20148	Ashburn
20149	Ashburn
20152	Chantilly
20158	Hamilton
20159	Hamilton
20160	Lincoln
20163	Sterling
20164	Sterling
20165	Sterling
20166	Sterling
20167	Sterling
20175	Leesburg
20176	Leesburg
20177	Leesburg
20178	Leesburg
20180	Lovettsville
20189	Dulles
20197	Waterford
20199	Dulles
22066	Great Falls